

Making Accessible Books with PowerPoint

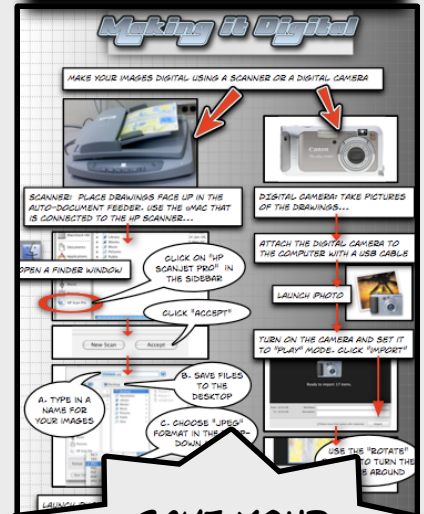
1. CREATE YOUR STORY



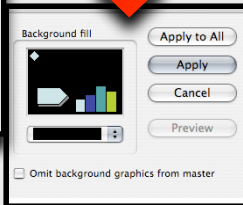
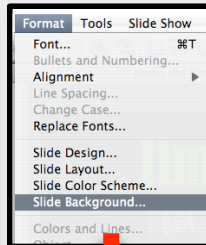
2. DRAW YOUR PICTURES



3. TURN PICTURES INTO DIGITAL IMAGES (SEE "MAKING IT DIGITAL" HANDOUT)



4. LAUNCH POWERPOINT. UNDER THE FORMAT MENU, CHOOSE "SLIDE BACKGROUND." PICK A NEW COLOUR AND CLICK "APPLY TO ALL"

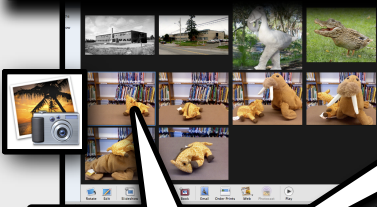


5. CLICK IN THE BOX TO ADD TEXT TO THE PAGE



SAVE YOUR PROJECT FREQUENTLY

6. ADD IMAGES TO YOUR PAGE. LAUNCH iPHOTO

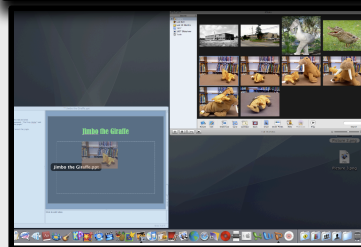


B. PRESS AND HOLD THE MOUSE BUTTON TO PICK UP THE IMAGE...

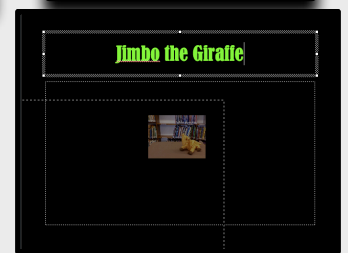


A. LAUNCH iPHOTO AND FIND AN IMAGE IN YOUR iPHOTO LIBRARY

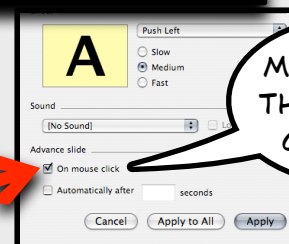
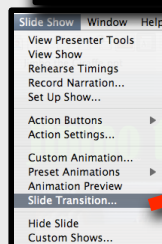
C. PRESS "F9" TO SEE ALL OF YOUR WINDOWS. HOLD THE IMAGE OVER THE POWERPOINT WINDOW. WAIT UNTIL THE POWERPOINT WINDOW ZOOMS TO THE FRONT...



D. DROP THE IMAGE INTO YOUR SLIDE BY LETTING GO OF THE MOUSE BUTTON

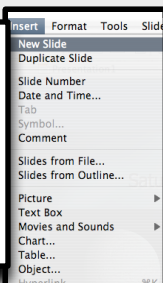


9. ADD SLIDE TRANSITIONS (OPTIONAL)

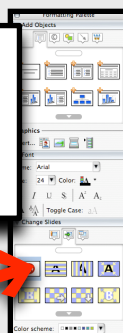


MAKE SURE THIS BOX IS CHECKED

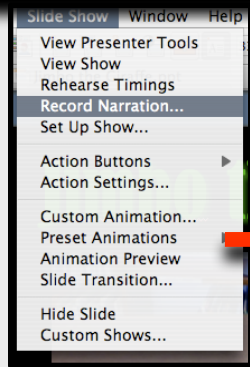
7. CREATE A NEW SLIDE AND REPEAT STEPS 5-6



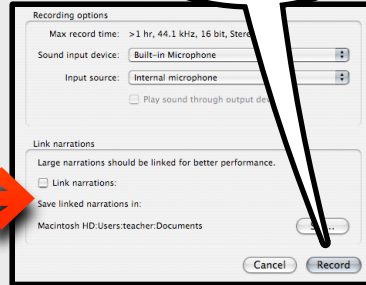
8. USE THE FORMATTING PALETTE TO FINE-TUNE YOUR SLIDE SHOW...



10. RECORD YOUR NARRATION



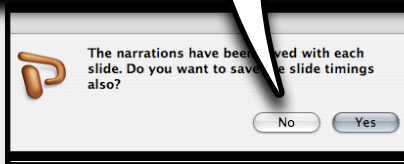
CLICK
"RECORD"



AS YOUR PAGES APPEAR ON THE
SCREEN, SPEAK CLEARLY INTO
THE BUILT-IN MICROPHONE

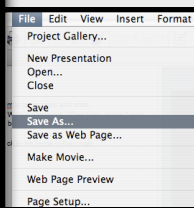


WHEN YOU HAVE FINISHED RECORDING YOUR
NARRATION, YOU WILL BE ASKED IF YOU
WANT TO SAVE YOUR TIMINGS. CLICK "NO"



PAUSE FOR 2 SECONDS AND THEN
CLICK THE MOUSE BUTTON TO GO
TO THE NEXT SLIDE

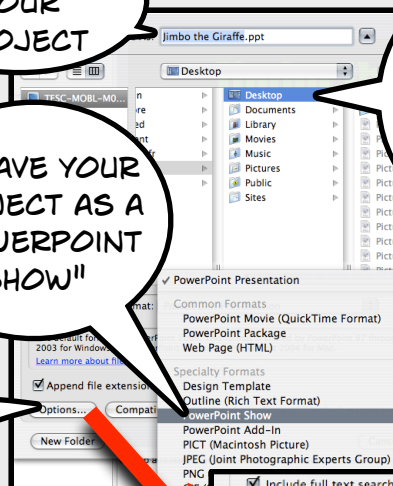
11. EXPORT YOUR PROJECT. UNDER THE "FILE" MENU, GO TO "SAVE AS"



A. NAME
YOUR
PROJECT

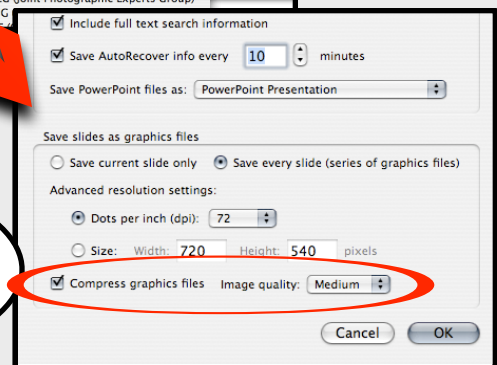
C. SAVE YOUR
PROJECT AS A
"POWERPOINT
SHOW"

B. CHOOSE
WHERE YOU
WANT TO
SAVE YOUR
PROJECT



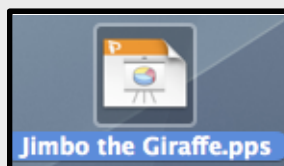
D. CLICK
ON THE
"OPTIONS"
BUTTON

E. CHECK THE "COMPRESS
GRAPHICS FILES" BOX. SET
QUALITY TO MEDIUM OR LOW



F. CLICK
"OK"

12. THE FINISHED
PRODUCT WILL
HAVE A .pps
EXTENSION



DOUBLE-CLICK ON THE FILE
TO OPEN IT AS A POWERPOINT
SHOW. CLICK THE MOUSE
BUTTON TO ADVANCE TO THE
NEXT PAGE OF THE BOOK